



# CITY OF HOUSTON

## Job Posting

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<b>Applications accepted from:</b>	<b>All PERSONS INTERESTED</b> PART TIME (29 HOURS PER WEEK)
<b>Job Classification</b>	<b>ADMINISTRATIVE ASSISTANT</b>
<b>Posting Number</b>	PN# 111249
<b>Department</b>	Library
<b>Division</b>	External Affairs
<b>Section</b>	Public Relations
<b>Reporting Location</b>	500 McKinney
<b>Workdays &amp; Hours</b>	M - F; 8:00am - 5:00pm*

\*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs professional administrative functions for the Public Relations Office. Maintains media lists and other department lists. Coordinates the collection and merging of data for the Calendar of Events through e-mail and database entry. Proofs the Events Calendar and other printed materials. Prepares purchase orders and bid requests for the Public Relations Office. Maintains the department budget. Organizes the daily newspaper and Internet clippings. Assists with distribution of materials to library and City departments and community partners. Maintains photo archives of print and digital photos. Proofs electronic materials. Performs other duties as requested.

10 **WORKING CONDITIONS**

The position is physically comfortable; the individual has discretion about walking, standing, etc. There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Business Administration, Liberal Arts, or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

One (1) year of administrative experience is required

13 **MINIMUM LICENSE REQUIREMENTS**

None.

14 **PREFERENCES**

Texas Drivers License. Must have excellent grammar, spelling and punctuation. Good written and oral communication skills a must. Must be proficient using Microsoft Office applications, database software, and in Internet searching. Experience in HTML preferred. Bilingual in Spanish.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION**       Yes       No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

	<u>Salary Range - Pay Grade 17</u>		
\$992 - 1345	Biweekly	\$25,792 - 34,970	Annually

18 **OPENING DATE**      June 14, 2006

19 **CLOSING DATE**      Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837-9471. For application status inquiries, please call (832) 393-1667. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer